**Appendix 1: SMART goals as a result of NZQA Consistency Review Report for:**

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| **PeopleSoft Code:** | **Title of Programme:** |
| **XXX** | e.g. New Zealand Certificate in Mechanical Engineering (Level 3) |

*Leading to the:*

|  |  |
| --- | --- |
| **NZQA Qualification No.:** | **NZQA Qualification Title:** |
| **e.g. 2715** | e.g. New Zealand Certificate in Mechanical Engineering (Level 3) |

Resources: [How to write SMART Goals](https://www.atlassian.com/blog/productivity/how-to-write-smart-goals) and [Action versus outcome goals](https://www.huffpost.com/entry/actions-versus-outcomes-w_b_7771230) (Read this if you think fitting into a pair of jeans is a good goal)

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|  | Lightbulb and gearIssue | ListTasks | RulerMeasurement | Employee badgeResponsibility | Monthly calendarTimeline | Progress |
| ***Year Action number*** | A **goal** should be linked to one issue or gap in the consistency review report.***What problem/issue needs addressing?******TIP – Link this to KEQs*** | There should be clear tasks or actions you can take to make progress toward a **goal**.***What specific actions and specific steps need to be accomplished in order to achieve goal resolution? Is each step achievable and relevant?******TIP – highly recommended to use process goals of maximum duration of 6 months*** | A **goal** should be something you can track and measure progress toward.***The action will be considered successful when...*** ***What measurable outcomes are you expecting to result from your proposed actions at each step?*** | A **goal** should be clearly assigned to a person and role.***Who specifically will be the individual*** ***responsible for monitoring and reporting progress? Who will also be working on these actions?*** | A **goal** should have an end date. (ongoing is not an end-date, usually within 6-months)***When will steps in progress be reported?******TIPs - ongoing is not an end-date******Consider 6-month completion dates*** | ***What specific actions and steps have been achieved against the goal at the reporting date?*** |
| *CR 2021 - 1* | *Post-moderation planning and expectations for staff for courses delivered by other Schools to be improved.* | * *Collaborate with Te Korowai Kahurangi and HoS for buy-in*
* *Mitigate issues arising*
* *Communicate decisions and expectations to managers and staff*
* *Implement cross-school moderation plan*
 | *Moderation plan is endorsed by cross-school APMs and approved at PAQC* | *Lead A Jones – APM* | *Plan approved before 20/03/21* |  |
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